



January 21, 2025

**PARALEGAL
HOUSING AND FEDERAL DISABILITY BENEFITS
CAMBRIDGE AND SOMERVILLE LEGAL SERVICES**

GBLS is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

Greater Boston Legal Services (GBLS) seeks a full-time paralegal to work in its Cambridge and Somerville Legal Services (CASLS) office located at 60 Gore Street in Cambridge. The paralegal will represent clients in Social Security disability matters and represent tenants in matters related to eviction defense and housing stability under the supervision of an attorney. A hybrid work schedule is possible.

CASLS is a small neighborhood office of GBLS located in East Cambridge. It serves low income residents of Arlington, Belmont, Cambridge, Somerville, Winchester, and Woburn primarily on housing, public benefits, and mental health issues and elderly residents of Cambridge and Somerville.

The paralegal will spend about 50% of their time on SSI and SSDI terminations; denials; and overpayments (for children, adults, and elders). This involves interviewing clients, investigating facts, gathering and assessing medical records, assessing the merits of a case, researching and analysis of the law, drafting of written and oral legal arguments, and preparing for and handling of Social Security administrative hearings, including making oral arguments and examination of witnesses. The position may also involve assisting in litigation, legislative and policy advocacy, community legal education, and other work. The position also involves attendance at statewide meetings and trainings.

The other 50% of the paralegal's time will be spent on representing clients in housing cases. This involves interviewing clients and witnesses, conducting file reviews and other fact gathering, assessing the merits of a case, researching and analyzing the law, drafting of testimony and oral legal arguments, and preparing for and handling of housing agency administrative hearings including but not limited to the denial of public housing and Section 8 vouchers, eviction grievance hearings, and Section 8 termination hearings. The paralegal may also work with attorneys on eviction defense, including helping clients with rental assistance applications; gathering evidence; and providing litigation support. The position may also involve housing policy advocacy.

Qualifications: Candidates should have good communication, organizational, and written and oral presentation skills; ability to read, analyze and synthesize large volumes of medical and other records; and strong demonstrated commitment to anti-poverty and civil rights work. Experience advocating for low-income people and working with immigrants, persons with disabilities, and/or persons of color preferred. In addition to fluency in English, fluency in one or more of the languages spoken by GBLS clients, such as Spanish or Haitian Creole, among others, is preferred but not required.

The salary for this position is based on a union scale. The salary range for an applicant with 4 - 6 years of experience is \$50,000 to \$52,000 with an additional \$950 annual payment for second language ability. Starting salary determined by work experience and related education. GBLS offers a generous benefits package including low cost health insurance, retirement contribution, paid time off, and ongoing professional development opportunities.

Candidates should submit cover letter, resume and a brief writing sample to the GBLS Human Resources Team by email to jobs@gbls.org . Please refer to **Job Code: CASLS-PARA**, when applying for this position. **Applications will be accepted until the position is filled but applicants are encouraged to submit applications by February 5, 2025.**

GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.